

# VACANCY ANNOUNCEMENT

## VA Palo Alto Health Care System

### THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

<b>Vacancy Annc No.</b> <b>03-36(NM)</b>		<b>Opening Date</b> <b>2/13/03</b>	<b>Closing Date</b> <b>**08/13/03</b>	<b>U.S. Citizenship Required</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)
<b># Posns</b> Two	<b>Position Title</b> Registered Respiratory Therapist		<b>PD Number</b> 000000	<b>Pay Plan, Series, Grade</b> GS-601-7 (Target GS-8) or GS-601-8
<b>Service</b> Anesthesiology Service			<b>Promotion Potential</b> GS-8	<b>Salary Range</b> \$45,305 - \$57,215 Per Annum
<b>Duty Station</b> Palo Alto, CA			<b>Tour of Duty</b> Rotating Shifts – Priority 12 hour Night Shift	
<b>Work Schedule</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ ____ hrs/wk		<b>Subject to Bargaining Unit</b> <input checked="" type="checkbox"/> Yes-Minimum posting: 15 work days <input type="checkbox"/> No-Minimum posting: 10 calendar days		<b>Subject to Supervisory Probationary Period</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE ____ <input type="checkbox"/> Term NTE ____		<b>Subject to Drug Testing</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)		<b>Physical or Medical Examination Required</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)
<b>Travel and/or relocation expenses</b> <input type="checkbox"/> are authorized <input checked="" type="checkbox"/> are not authorized		<b>Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.</b>		
		<b>Relocation bonus</b> <input checked="" type="checkbox"/> may be authorized <input type="checkbox"/> is not authorized	<b>Recruitment bonus</b> <input checked="" type="checkbox"/> may be authorized <input type="checkbox"/> is not authorized	
<b>Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY'</b> <input checked="" type="checkbox"/> Current PERMANENT employees of the VA Palo Alto Health Care System. <input checked="" type="checkbox"/> Current VA employees eligible for transfer. <input checked="" type="checkbox"/> Veterans eligible for appointment under the Veterans Readjustment Appointment (VRA). <input checked="" type="checkbox"/> Veterans eligible for appointment under the Veterans Employment Opportunities Act (VEOA). <input checked="" type="checkbox"/> 30% or more Service-Connected Compensably Disabled Veterans. <input checked="" type="checkbox"/> Schedule A (handicapped) eligibles. <input checked="" type="checkbox"/> STATUS applicants eligible for transfer or reinstatement. <input checked="" type="checkbox"/> PUBLIC - All other interested candidates not meeting any of the above categories.				
<b>Point of Contact</b> - Inquiries should be directed to the following individual at (650) 858-3951. <b>Nenita Mazariego, Human Resources Specialist</b>				
<b>REASONABLE ACCOMMODATION</b> This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.				
<b>THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT</b>				

**\*\*Review and referral of qualified candidates will be considered by close of business – on the 1<sup>st</sup> cutoff date 3/6/2003; and cutoff every two weeks thereafter or until position is filled/closed.**

**DUTIES:** Incumbent administers assisted and controlled ventilation to patients with tracheotomies and other complex medical problems requiring frequent adjustments in ventilator parameters; administering and monitoring advanced ventilator techniques such as positive end expiratory pressure and continuous positive airway pressure; developing plans for weaning patients from ventilators; assessing the respiratory status of patients using data acquired through physical observation and clinical analysis of blood gas data, chest x-rays, and electrocardiogram to determine the effectiveness of therapy being administered and to make recommendations to physicians regarding changes in treatment; performing the most difficult respiratory therapy procedures to maintain ventilation, including endotracheal intubations, tracheal lavage, and tracheotomy care; and providing in-service training to others in various specialized areas of respiratory care.

**QUALIFICATION REQUIREMENTS: BASIC REQUIREMENTS: *Citizenship:*** Citizen of the United States. ***Registered Respiratory Therapist:*** Has a certificate as an RRT from the NBRC (National Board for Respiratory Care) and a registry number, or a certificate from another body, which the NBRC recognizes as its credentialing equivalent. This includes registration based on either: (1) Having fulfilled the requirements and passed the registry examination administered by the NBRC since 1983, or (2) Having fulfilled the requirements and passed the registry examination for a registered inhalation or respiratory therapist administered by the (1) National Board for Respiratory Therapy from July 1974 through 1982 or (2) American Registry of Inhalation Therapists from 1961 through June 1974. ***Physical Standards:*** Must pass a pre-employment physical examination and TB test before entering on duty. Maybe subject to random drug test. ***English Language Proficiency:*** RRTs appointed to direct patient-care positions must be proficient in spoken and written English as required by 38 U.S.C. 7402(d), and 7407(d).

**GRADE REQUIREMENTS:** In addition to meeting the basic requirements stated above, the following qualifications criteria must be met in determining appropriate grade assignments.

**GS-7:** None beyond the basic requirements.

**GS-8:** Candidates must have all of the following:

1. At least one year of successful experience related to respiratory therapy at the GS-7 grade level or equivalent. Qualifying experience at this level is work which includes duties such as: administering assisted and controlled ventilation to patients with tracheotomies and other complex medical problems requiring frequent adjustments in ventilator parameters; administering and monitoring advanced ventilator techniques such as positive end expiratory pressure and continuous positive airway pressure; developing plans for weaning patients from ventilators; assessing the respiratory status of patients using data acquired through physical observation and clinical analysis of blood gas data, chest x-rays, and electrocardiogram to determine the effectiveness of therapy being administered and to make recommendations to physicians regarding changes in treatment; performing the most difficult respiratory therapy procedures to maintain ventilation, including endotracheal intubation, tracheal lavage, and tracheotomy care; and providing in-service training to others in various specialized areas of respiratory care.
2. Demonstrated knowledge and ability needed to perform complex respiratory procedures with minimal supervision. Is able to participate with physicians and nurses and other staff in planning respiratory treatment, with great reliance on the individual's knowledge of the equipment.
3. Demonstrated knowledge and ability to provide emergency or critical respiratory care; service as a shift leader or supervisor or sole responsible respiratory therapist on a shift; and to plan and conduct training sessions with respiratory students, hospital staff, patients, and family members.

**VOLUNTEER EXPERIENCE:** Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

**ADDITIONAL NOTES:**

- ◇ **Funds Availability:** The position being filled is subject to the availability of funds.
- ◇ **Additional Vacancies:** This announcement may be used to fill additional vacancies occurring within 90 days.
- ◇ **U.S. Citizenship:** If applicable, non-citizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary for Health.
- ◇ **Update Of Qualifications:** VAPAHCS employees should ensure their official personnel folder (OPF) contains complete information about their qualifications for this position *by the closing date of this announcement*.
- ◇ **Promotion Potential:** If applicable, the candidate may be non-competitively promoted up to the full performance level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level.
- ◇ **Time-In-Grade Requirement:** Candidates for advancement to General Schedule (GS) positions in the competitive service must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ **English Language Proficiency:** If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- ◇ **TB Skin Screen Test:** All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ **Physical / Medical Standards:** If applicable, candidates will be required to pass a physical examination.
- ◇ **Drug Testing Position:** All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ **Direct Deposit / Electronic Funds Transfer:** It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

**HOW TO APPLY:**

I. **Eligible Permanent Employees of VAPAHCS** - Submit VA Form 5-4078, Application for Promotion or Reassignment, by the closing date of this announcement.

II. **All others, submit:**

**VA FORM 10-2850C** – Application for Associated Health Occupations Appointments.

1. **OF-306** - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
2. **DD-214** - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities must submit a copy.
3. **SF-15** - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
4. **SF-50B** - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
5. **OPM Form 1170/17** - List of College Courses (if substituting education for experience). Transcripts may be submitted.

6. Performance Appraisal - Current/Former Federal employees must submit a copy of their most recent performance appraisal.

To receive consideration, all application materials must be postmarked or received in this office by the closing date. Any information not submitted with your original application will not be considered. Failure to submit the requested material and response to the rating factors may result in a lower rating in the evaluation process.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

**APPLICATIONS SHOULD BE MAILED TO:**

VA Palo Alto Health Care System  
Human Resources Management Service (05A)  
3801 Miranda Avenue  
Palo Alto, CA 94304